Notes

SAP Training — Welcome and Introductions

Welcome to the Position Vacancy Posting course

- Introductions

- Sign-in Sheet

- Tent Cards

- Classroom Etiquette
  - Cell phones off
  - No side conversation

- Breaks and other logistics

Slide 2

Attendance Sheet – Remember to sign in to receive credit.

Cell Phones – Please turn off during class so others have a quality training experience.
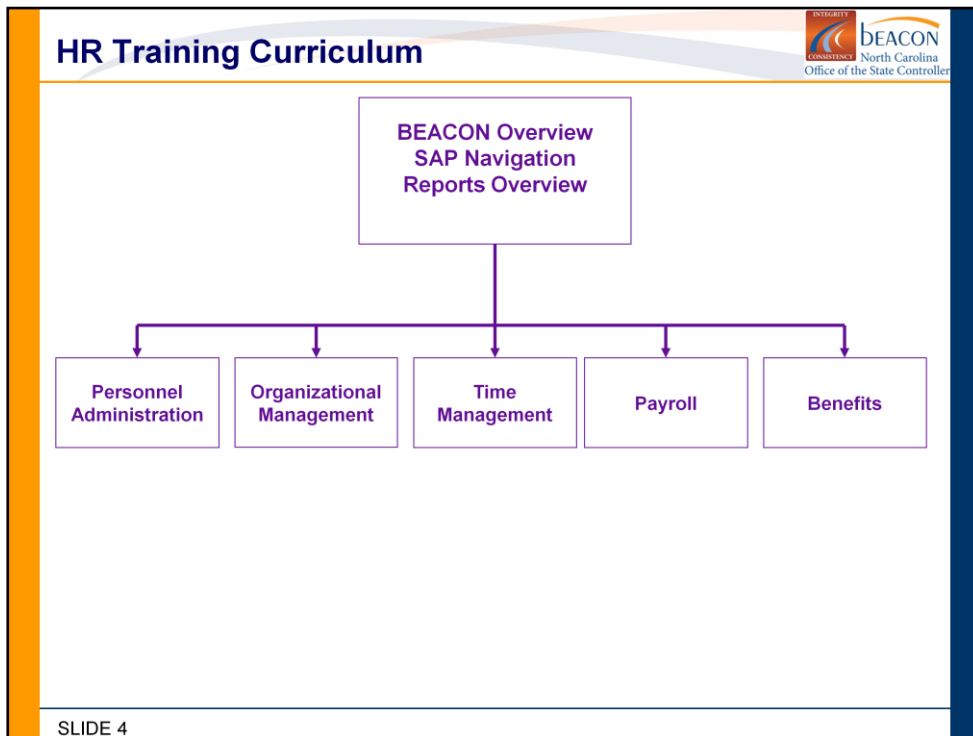
Notes

Prerequisites

- Beacon Overview BC100
- SAP Basic Navigation BC110
- Personnel Administration Overview Display PA200
- Organizational Management for Agencies OM200

Slide 3

There are four prerequisites you must take before attending this class. Attending these prerequisites ensures that you are adequately prepared with the new processes, concepts, and terms that are needed for this course.

Notes

The BEACON HR/ Payroll training program comprises several courses and different modules. Based on your HR role, you will attend courses in the Personnel Administration module.

Notes

Personnel Administration Training Curriculum

SLIDE 5
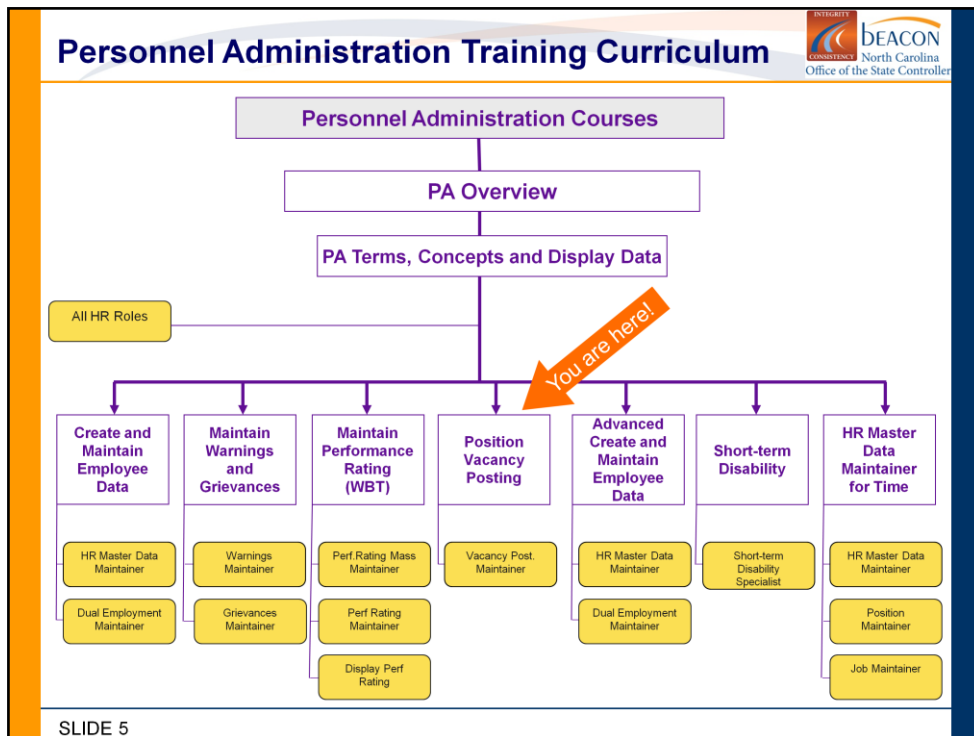
Within the Personnel Administration module, there are several courses. Everyone attends the first course, *Personnel Administration Overview*. Your position determines which additional courses you may be required to attend.

Notes

Course Map

Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

Slide 6

This course includes three lessons.

Notes

Course Objectives

Upon completion of this course, you should be able to:

- Create a vacancy posting

- View position vacancy information

- Maintain the contact address and telephone number

- Maintain a vacancy posting

Slide 7

Notes

Welcome: Strategy for Training

- **Tell me** — **Concepts**
  Instructor will describe the process, responsibilities, and transactions – LISTEN

- **Show me** — **Demonstrations**
  Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF

- **Let me** — **Exercises**
  Student will complete the exercises which allows for practice in class – HANDS ON

- **Support me** — **Availability**
  Instructor will be available to answer questions while students complete exercises

Slide 8

The *Position Vacancy Posting* Student Guide provides a copy of the PowerPoint presentation used in the classroom training. You will observe that space is available for you to write notes. You can use the guide as a reference when you return to the workplace. You are encouraged to use the class exercises to practice in the SAP training environment.

Notes

Reference materials

- Student Guide
- Exercise Guide
- Online resources
  - Business Process Procedures (BPPs)
  - Simulations
  - Job Aids
  - BEACON Help

To access BEACON Help, select the **Help > BEACON Help** menu option from any SAP ERP screen.

SLIDE 9

Notes

As listed above, there are a variety of reference materials available including the Student Guide and Exercise Guide.

Online help includes Business Process Procedures (BPPs) which can be accessed via BEACON University or BEACON Help. BPPs provide step-by-step procedures by screen.

Also, simulations can be accessed online. Simulations give you the opportunity to practice using SAP in a clearly defined and safe environment. Each simulation has instructions to guide you through the task. Simulations are available only for select transactions.

Finally, you can access job aids and all of the course materials online via BEACON University.

Course Map

Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

Slide 10

Notes

Lesson Objectives

Upon completion of this lesson, you should be able to:

- Explain the process for posting a position vacancy in SAP

- Identify the transactions and infotypes used to post a position vacancy

- Create a vacancy posting

- Explain how the Class Range is populated

- Maintain the contact person's address information

- View a vacancy posting before it is published to the web

Slide 11

Notes

Recruitment and Posting of Vacancy Policy

North Carolina State Policy on Fair and Valid Selection Criteria

– It is the policy of the State that all agencies select from the most qualified persons to fill vacant positions. Employee shall be offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria and not on political affiliation or political influence. All State agencies shall develop recruitment and selection plans consistent with the law. Agency plans shall be submitted to the Personnel Commission to assure similar, fair, and valid selection processes.

Continued…

Slide 12

Postings should adhere to all State and Agency guidelines.

Notes

Policy Information:

Additional policy information can be found in the **State Personnel Manual**, *Recruitment and Selection,* Section 2, Page 1.11

**Recruitment and Posting of Vacancy Policy** *(continued)*

Vacancy Announcement

– Vacant positions to be filled in State government shall be publicized by the agency having the vacancy to permit open and fair competition for all interested employees and applicants. The recruitment and selection process shall be consistently applied, non-discriminatory, and promote open and fair competition and the hiring of a diverse workforce.

Slide 13

Notes

Vacancy Announcement

- Each vacancy will be described in an announcement which includes - at minimum - the position number, title, salary range, essential functions, knowledge and skill requirements, minimum training and experience standard, the application period, and the appropriate contact person.

  – Critical Classification Factors:
    o Agency turnover
    o Number of positions in class
    o Geographic location
    o Scarcity of skills
    o Safety, health and quality of client care

- Each vacancy listing must include a closing date *unless* the classification has been determined as **critical**. Critical classifications will not require closing dates on vacancy postings and must be approved by the State Personnel Commission. Critical postings are often continuous postings and are handled through PMJOBS. Requests for continuous postings should be referred to BEST Shared Services.

Position Vacancy Posting Process Flow by Role

Slide 14
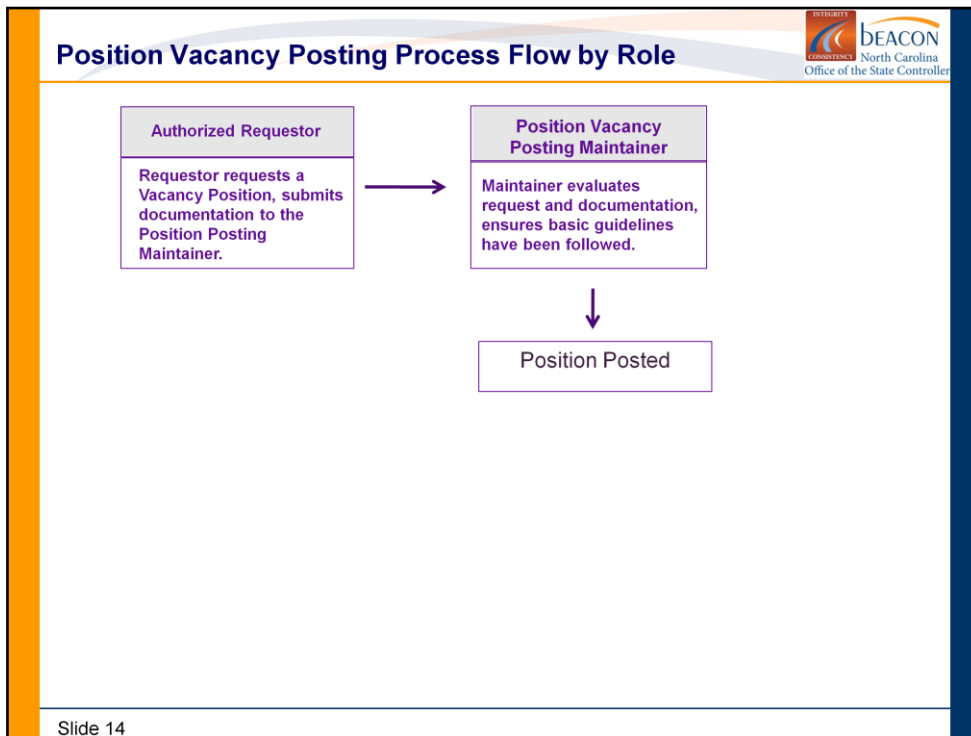
Roles

- **Authorized Requestor:**
  - Agency employee who requests a position vacancy posting
- **Position Vacancy Posting Maintainer:**
  - Agency employee who creates the request and verifies that information adheres to guidelines

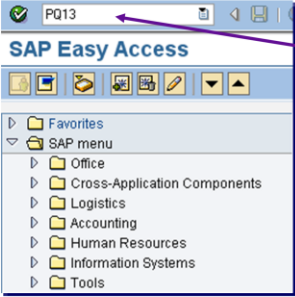When a Role has not been established, appropriate personnel will handle the request.

Process Flow

- Authorized Requestor **requests** vacancy posting and submits supporting documentation to the Position Vacancy Posting Maintainer. Internal No Workflow is required.

- Position Vacancy Posting Maintainer **evaluates** the vacancy requests, ensures that basic guidelines are followed, and requests clarification/other documentation, as needed. This role then **posts** the vacancy.

NOTE: BEACON SAP will be used until e-Recruitment is implemented.

Transaction Codes

Position posting information is *created* or *maintained* by using **PQ13**. Transaction code PQ13 must be entered from the Command field because it does not exist in the SAP menu. Use PQ13 to create positions for banded as well as graded positions.

Transaction code **ZOMR014** is used to *view* the position vacancy posting. Please note that the posting does not necessarily display in the report exactly as it will display on the website. The posting may look great on the report, but either not post at all to the website, or post in a garbled manner.

Notes

PQ13 Button Functions

Buttons used most often:

💾 Save

Execute

Exit

Cancel

Slide 16
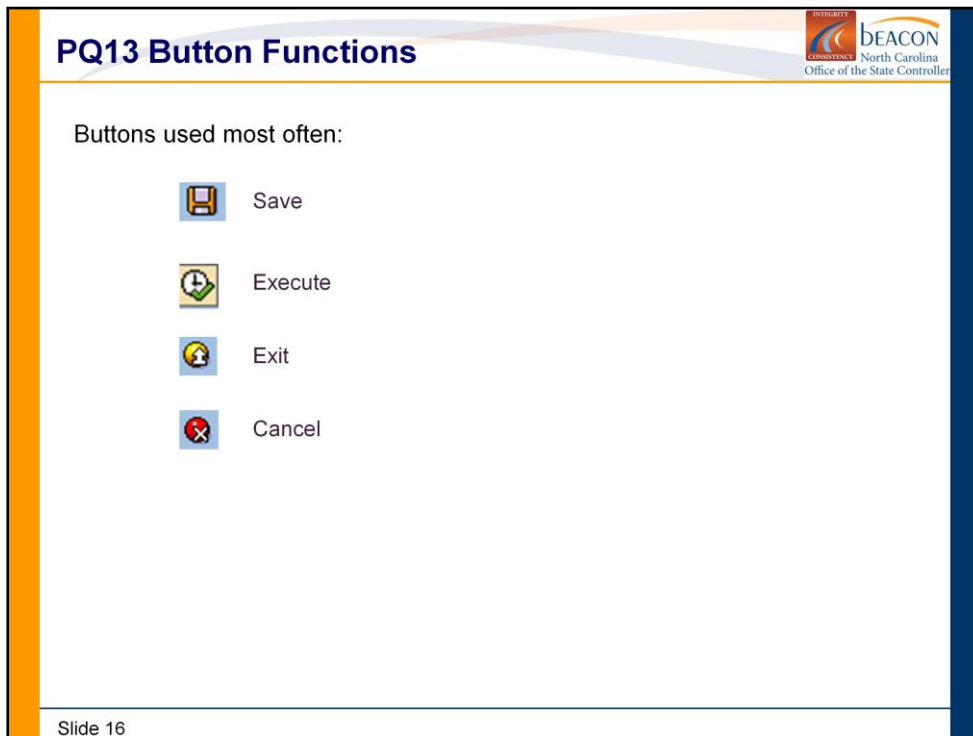
On the various screens, there are several buttons that you will most often use as illustrated above.

Save: Saves the data. You should save after every screen.

Execute: After entering the required data on the screen, this button is used to submit or process it. BEACON SAP will then return results and/or require further details or actions to be taken.

Exit: Takes you to next screen if you do not want to perform an action.

Cancel: Like the Exit button, it takes you to next screen if you do not want to perform an action.

Other buttons:

You will see several other buttons on some of the screens. As a general rule, those are not used at the current time. The buttons include:

Documentation on Actions: Currently not in use.

Schedule Description: Provides the screens that are presented on the listed Action.

Services for Objects: Currently not in use.

Slide 17

Plan Version: This field differentiates between scenarios in organizational plans. For Position Vacancy Postings, always select *Current*.

Notes

Position: The Position number for which the vacancy is being created.

Validity: The validity period identifies the lifespan of the posting and consists of a start (from) date and end (to) date**.** The Validity end date should always be 12/31/9999. If you do not enter 12/31/9999 as the end date on the validity period, the posting will not appear on the website.

NOTE: The Validity of the Position Vacancy Action is not the same as the vacancy posting dates. The vacancy posting dates are entered on a different screen.

Action:

Use this field to select the type of action you wish to perform. For Vacancy Postings use:

 − 35   Create a Vacancy Posting

 − 36   Maintain a Vacancy Posting

Execute - Click this icon to continue.

There are four subtypes that display when creating a vacancy. You should save each subtype before proceeding to the next one. You will see that the subtypes look very similar and data is entered in a very similar manner on each one. The "header" information (Position, Planning Status and Validity) pre-populate from the first screen (Actions for Positions). Each subtype has a free-text field where you can enter the information for the particular subtype.

Notes

IMPORTANT: Only the first 16 lines on each subtype will transfer to the website. To ensure the website displays appropriately:
- Do not use special characters (this can either prevent the posting from displaying on the website or cause a garbled display if it does appear).
- After you have entered the 16 lines, use the steps below to ensure that you place a space at the end of each line:
    - Click to make sure your cursor is on the first line of text.
    - Press the End button on your keyboard.
    - Press the space bar.(not the Enter key)
    - Click the down arrow on the keyboard. This takes you to the next line.
    - Press the End button.
    - Press the space bar.
    - Continue using the End, Space and Down arrow until you have entered a space at the end of each of the 16 lines.

The first subtype is *Description of Work*. Verify that the pre-populated data is correct and then enter the applicable data in the Description field.
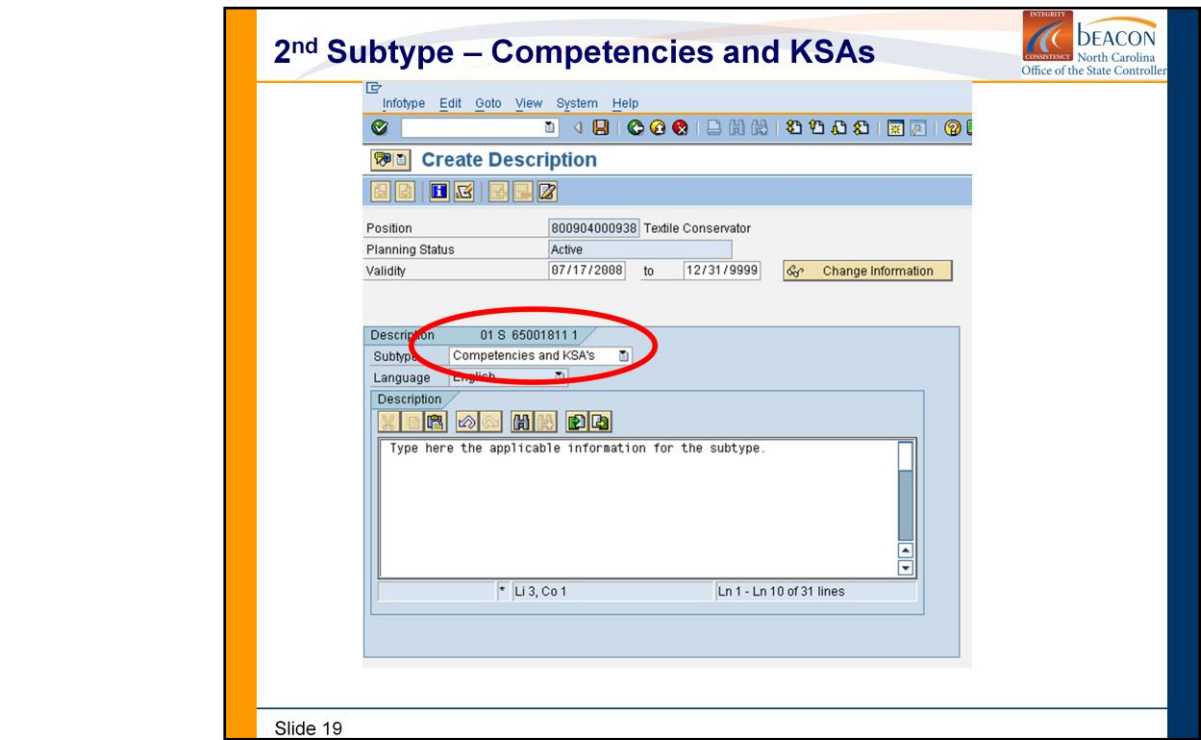
Notes

As shown above, the subtype for Competencies and KSAs has the same features as the Description of Work subtype discussed on the previous page.

Slide 20

As shown above, the subtype for Training and Experience Req has the same features as the Description of Work subtype discussed previously.

Notes

4th Subtype – How to Apply

Slide 21

You can enter the contact information on the How to Apply subtype screen, or you can enter the contact person on the following screen, and the data will populate automatically.

If your agency accepts faxed applications, please indicate here with appropriate fax number .

When you use the contact field on the next screen, the contact address and telephone (but not the fax number) automatically default from the contact person's **position** data. If you plan to use the contact person field, you should ensure that the address and telephone information on the contact person's position is accurate. If the information needs to be changed, it must be changed using PO13 on the position.

PO13 Creating or Correcting Contact Address and Telephone

It is important to note that the information on the posting pulls from the **Address infotype, mailing address subtype** on the contact person's position. You will also see a separate Mailing Address infotype—this is not the infotype to use when creating or correcting the contact person's address and telephone. Enter the contact information only on the Address infotype and then select the mailing address subtype. You will use either the Create or Copy function depending upon whether you are creating a new entry or correcting a previous entry.

Use Address w/subtype Mailing   ➞   Address   ✔

Not Mail Address 🚫   ➞   Mail Address

Slide 22

- **Job Family:** Categories for jobs as listed below. Use BI report B0165-1, Job Attribute Report.for Job Family options.

90000000 ADMIN & MGMT	90000006 LE & PUBSFTY
90000001 ENG. & ARCH	90000007 MED & HEALTH
90000002 HUMAN SVCS	90000008 NATRES & SCI
90000003 INFO & EDUCA	90000009 OPS & TRADES
90000004 INFO TECHNOL	91000000 ANIMAL WKRS
90000005 INST. SVCS	

- **Contact Person:** The personnel number of the person to contact for questions about the position (see previous page for details about this field).

- **Posting Status:**
    - Internal (Agency)   □ Internal (State)   □ External

- **Salary Grade Equivalent:** Only open for **Banded** positions

    – To review Salary Grade reference material, go to:

    http://www.osp.state.nc.us/CareerBanding/career-banding.htm

- **Continuous Postings** will be handled through PMJOBS. Requests for continuous postings should be referred to BEST Shared Services.

Competency Level: Only open for Banded positions that are Career Banded:

- □ C = Contributing □ J = Journey □ A = Advance

Vacancy Posting Dates: Date range to post the vacancy. These are the dates you want the position vacancy to post. Observe that these dates are not the same as the dates you entered on the first screen (Actions for Position where the to date was 12/31/9999). It is important to understand the difference between the first screen Validity dates and the Vacancy Posting Dates.

Hiring Range: Enter the hiring range for the position, even it is the same as the Class Range.

Class Range: Predetermined range of pay that automatically populated from the Job; however, it is a field that can be edited during a position vacancy posting.

See the next page for details concerning how the fields are related to the Job from which the position is created.

Notes

The Class Range that defaults on the Posting Data screen should always come from either the Pay Grade or Pay Scale tab, in the planned compensation record of the related Job.

If the Job Pay Grade Type is 02 (Banded), the Salary Grade is available for input on the Position Vacancy Posting screen so that it may display in the Salary Grade Equivalent. If not, the field is grayed out on the Position Vacancy Posting screen.

The Competency Level (Advanced, Journey or Contributing) is available for input if the Job Pay Grade Type is 02 (Banded), and the Pay Grade Area is 06 (Career Banding) or 20 (Career Banding Hourly). If not, the field is grayed out on the Position vacancy Posting screen.

You can see that a combination of factors determine whether the various fields on the Data Posting screen are pre-populated and if the fields are open or locked for editing.

Instructor Demonstration #1.1 –

The Instructor will:

• Log on to SAP

• Create a vacancy posting

Slide 25

Notes

Watch as the Instructor demonstrates how to create a position vacancy posting in SAP.

The Instructor will use the student scenario for the demonstration.

Exercise #1.1

You have been notified that the Museum Specialist position will be vacant effective tomorrow.

- Log onto SAP
- Post the vacancy so that applications can be sent to Jeremy Ward01.

Slide 26

Notes

Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

Use eAssistant for step-by-step instructions.
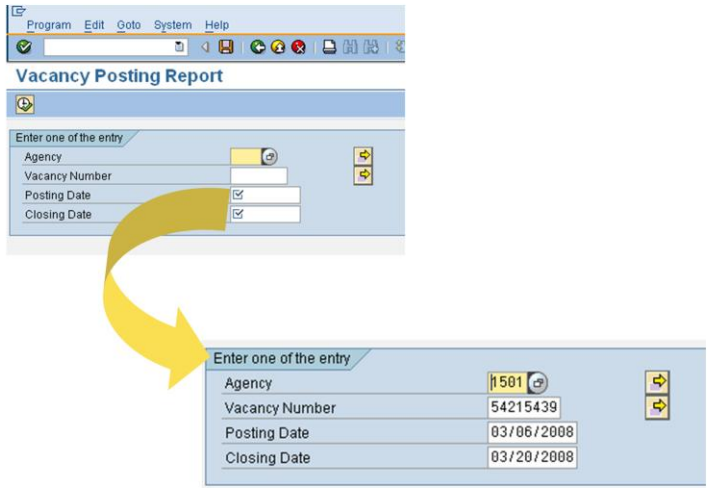
Use the steps below to log on to SAP in the classroom.

1. Access the BEACON SAP portal web page.
2. Enter the User ID and password that is assigned to your classroom PC.
3. Click the Log on button.
4. Click Yes to confirm the security message displayed.
5. Click on the BEACON SAP GUI tab.
6. Click on the training client specified by your instructor.
7. Stop when you have reached the Easy Access screen.

Slide 27

Notes

You can view the Job Vacancy Announcements before they are posted to the web. Use transaction code ZOMR014 to view the Vacancy Posting Report.

The way the posting is displayed on the ZOMR014 screen does not necessarily reflect the way it is displayed on the web. Review the steps previously discussed regarding how to ensure the web posting displays appropriately. The steps are also included in the Exercise Guide.

As shown in the above graphic, the Multiple Selection button is available for both the Agency and Vacancy Number (position) fields. Using the Multiple Selection button allows you to view postings for more than one Agency or position number.

If you want to view all postings for your Agency, leave the position field blank. You will see all of the postings within the range of dates that you specify.

It is not necessary to enter the exact posting dates. If you enter a range of dates, BEACON will pull all postings for the specified time period.

Slide 28

ZOMR014 can also be used for printing the posting. Only the most current posting for the date range you select will display (like in PMIS).

Vacancies are automatically posted to the web four times daily:

- 12:00 am
- 10:00 am
- 12:00 pm
- 2:00 pm

To be sure that vacancies are posted to the web, data should be entered at least 30 minutes prior to the times listed above.

If your vacancy did not post, you should check to ensure that you did not have special characters within the data, and that you included a space at the end of each of the 16 lines. Also, ensure that the Validity on the first screen (Actions for Positions) had 12/31/9999 as the end date. Failure to adhere to any of these conditions may prevent the vacancy from posting or prevent it from posting properly.

Notes

Exercise #1.2

You want to review the posting for the Museum Specialist posting.

Access ZOMR014 to view the posting.

Slide 29

Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

Use eAssistant for step-by-step instructions.

Notes

Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

Use eAssistant for step-by-step instructions.

Notes

Lesson Review

In this lesson you learned to:

- Explain the process for posting a position vacancy in SAP
- Identify the transactions and infotypes used to post a position vacancy
- Create a vacancy posting
- Explain how the Class Range is populated
- Maintain the contact person's address information
- View a vacancy posting before it is published to the web

Slide 31

Notes

Course Map

Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

Slide 32

Notes

PA350 - Position Vacancy Posting

Lesson Objectives

BEACON
North Carolina
Office of the State Controller

Upon completion of this lesson, you should be able to maintain a Position Vacancy Posting, including:

– Extend the vacancy posting dates

– Change text description in the subtypes

– Revise a vacancy posting

Slide 33

Notes

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Page 33

Maintaining Position Vacancies in SAP

Making Changes

- In SAP it is possible to make a variety of changes like correcting mistakes, changing position criteria, or updating positions.
- Changes relevant to Position Vacancy Posting:
  - Extend (re-post) the vacancy posting dates in SAP
  - Change text description
  - Change a vacancy posting

Slide 34

Notes

After a position vacancy has been posted, revisions may need to be made due to:

- typographical errors
- extending (re-posting) the vacancy posting dates when the position isn't filled within allotted time frame
- changing other information in a vacancy posting

Slide 35

Revise a Posting

Transaction code PQ13 is used to a maintain position vacancy posting (the same transaction code that is used to create the posting). However, code 36 is the Action code that is used to maintain the posting (35 is used to create a posting).

The date you use in the validity field determines if the previous record will be delimited or deleted.

Remove a Posting

You may need to remove a posting before the closing date. Use PQ13, code 36 to change the posting (not Validity) end date as follows:

- today's date to end today
- yesterday's date to remove from the website at the next update time

Slide 36

Notes

The same four subtypes display when you maintain a posting as when you created the posting. If needed, you can revise the data on any of the 4 subtypes. If you do not need to revise the data on the subtypes, use the Exit button (yellow with white arrow) to by-pass the subtype.

PA350 - Position Vacancy Posting

Slide 37

- When you click **Save**, a message displays indicating that the previous record will either be delimited or deleted (based upon the validity period – not posting period-- that you entered on the first screen (Actions). Select Yes or Cancel as applicable. Even if the message indicates the previous record will be delimited, you can only see the most recent entry.

- Information regarding Job Family can be found in the BI report, B0165-1, *Job Attribute Report*

- Take extra care when choosing the job family. In your work place, use BI Report BOO77: Position Attributes (drag on job family) if you are in doubt of the correct job family.

- Watch as your instructor demonstrates how to find this report on Beacon University: Training > Courseware and Job Aids > Human Resources > OM > Job Aids > OM200 BI Report List.

Instructor Demonstration #2.1

The Instructor will demonstrate how to revise information on a vacancy that has already been posted. The instructor will:

• Use the student Exercise scenario to extend the posting date

Slide 38

Watch as the Instructor demonstrates how to *Maintain a Position Vacancy* in SAP.

Notes

Exercise #2.1

The department did not receive enough qualified candidates for the Museum Specialist position vacancy that was posted.

You have been asked to extend the vacancy posting for an additional 2 weeks (beyond the original close date).

Slide 39

Notes

Exercise #2.2

The vacancy posting for the Museum Specialist position was assigned to the wrong job family.

Correct the posting to assign the correct job family.

Slide 40

Notes

Exercise #2.3

The Museum Specialist position will not be filled at this time.

Cancel the vacancy posting.

Slide 41

Notes

Lesson Review

DEACON
North Carolina
Office of the State Controller

In this lesson you learned to maintain a Position Vacancy Posting, including:

– Extend the vacancy posting dates

– Change text description in the subtypes

– Revise a vacancy posting

Slide 42

Notes

Course Map

BEACON
North Carolina
Office of the State Controller

Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

Slide 43

Notes

Course Review

beacon
North Carolina
Office of the State Controller

In this course you learned to:

- Create a vacancy posting

- View position vacancy information

- Maintain the contact address and telephone number
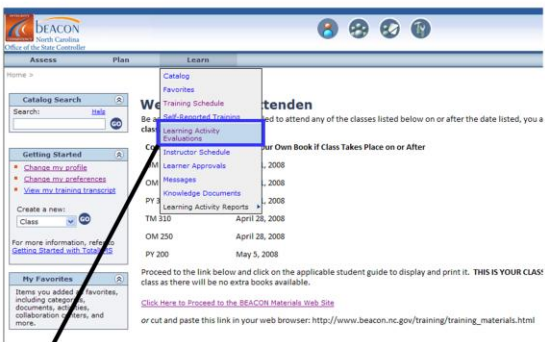
- Maintain a vacancy posting

Slide 44

Notes

Slide 45

Level 1 Evaluations

The Level 1 evaluation classes is accessed as shown above (**Learner Home Page > Learn > Learning Activity Evaluations**).

Ask your instructor if you have any difficulty accessing the course evaluation.

Slide 46

Notes

Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

Notes